

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

COMPLIANCE & RISK MANAGEMENT DIRECTOR

Position available with Maricopa Integrated Health System's Health Plans

Work Location: 2516 E. University Drive, Phoenix, AZ

Conditions of Employment

This position is Unclassified under Merit System Rules.

Recruitment Dates

Tuesday, September 7, 2004 – Friday, September 17, 2004 (Unless Extended)

Salary

\$75,338 - \$103,652 Per Year

Qualification Guidelines

Master's Degree in a related healthcare or legal field and a minimum of three years of health care risk management experience that required a clinical background. A Juris Doctorate is preferred. **NOTE:** If the successful candidate's degree is in the field of nursing, a current Arizona RN license is required. Candidates must possess excellent computer skills, including Microsoft Word, Excel, PowerPoint, and Outlook. The position requires excellent oral and written communication skills involving a variety of individuals and the skill to interpret rules and regulations relating to federal and state managed care programs.

Essential Job Tasks

Under the direction of the Maricopa County Integrated Health System's Chief Executive Officer and Chief Medical Officer, the Compliance and Risk Management Director establishes, modifies and oversees the Maricopa Health Plans' Compliance, Risk and Legal Affairs Management Program. Implements and oversees the program as a senior on-site official, available to all employees, with designated and recognized authority to investigate, interview and access records. May make independent referrals of suspected member or provider fraud and abuse or other violations, as required, to regulatory agencies including, but not limited to, AHCCCSA. Works closely with all Health Plan departments and collaborates with Maricopa County legal counsel on issues of compliance, legal claims or liability issues, contracts, insurance issues, and legal clarification of statutes or regulations. Develops, modifies and maintains a compliance program to prevent, detect and correct any potential fraud and abuse. Chairs the Compliance/Risk Management Committee. Oversees the Compliance/Risk Management Policy Manual. Provides Health Plan-wide education and training to promote understanding of, and compliance with, relevant federal, state and local laws and regulations. Focuses on minimizing organizational risk in patient care and business related operations. Completes ad hoc assignments and projects for the CEO focused on internal management of Health Plans' operations. Attends committee and other meetings as assigned. Maintains knowledge and skills by reviewing healthcare journals and by attendance at local and national meetings for compliance, risk management and health law, as appropriate. Performs related tasks as required.

Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

Filing Process

A Comprehensive Resume AND "Maricopa County Supplemental Data Form" must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. Recorded Job Message: 602-506-3329. FAX: 602-506-7903. Obtain application materials on-line: www.maricopa.gov

Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

AUTHORITY TO WORK IN THE UNITED STATES: It is Maricopa County's intention to hire only legally authorized workers in compliance with the Immigration Reform and Control Act of 1986. All employees hired after 11/06/86 will be required to provide proof of work eligibility at the time an employment offer is extended.

MARICOPA COUNTY SUPPLEMENTAL DATA FORM
Human Resources Department, 301 West Jefferson, Phoenix, AZ 85003-2113

COMPLIANCE & RISK MANAGEMENT DIRECTOR

(4059/AM)

(Please print clearly or type)

1. *SOCIAL SECURITY #- 2. Are you at least 18 years of age? ☐ Yes ☐ No
(Disclosure of SSN is voluntary and is used for application tracking, record-keeping and data-processing purposes only.)

3. LAST NAME, First Name and Middle Initial:

4. MAILING ADDRESS:

5. HOME PHONE NUMBER: 6. BUSINESS/MESSAGE PHONE:

7. Are you a current employee of Maricopa County Government? ☐ Yes ☐ No
Have you ever worked for Maricopa County Government? ☐ Yes ☐ No

If yes, give payroll name if different from #3:

8. Have you been convicted of a crime(s) other than a minor traffic violation? ☐ Yes ☐ No
(For most jobs, convictions will not automatically disqualify you. Relationship to job will be considered.)

If yes, give date(s) and type(s) of offense(s):

9. Are you skilled in a language other than English? If so, please specify. ☐ No ☐ Yes

10. Please attach a **COMPREHENSIVE RESUME** which details your work history and educational credentials. Your work history information should include the name(s) and address(es) of your employer(s), dates of employment, and duties performed.

All information given by me in this application form is true. I understand that false information (misrepresentation or omission of information) is a basis for disqualification or dismissal. I have read the job announcement and agree to the conditions established therein. I authorize investigation of all statements contained herein. I also authorize the employers/references listed to give you any and all information concerning my previous employment and any pertinent information that they may have, and release all parties from all liability for any damages that may result from furnishing such information.

APPLICANT SIGNATURE

DATE

RECEIVED: _____ BY _____ APPROVED: ☐ Yes ☐ No BY: _____ DATE: _____

RESUME ATTACHED: ☐ Yes ☐ No

APPLICANT INFORMATION SURVEY

INSTRUCTIONS TO THE CANDIDATE: Maricopa County is an equal opportunity employer. The information solicited on this page is being compiled by the Maricopa County Human Resources Department to comply with Federal EEO/Affirmative Action recordkeeping regulations and to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is **CONFIDENTIAL**. This survey will be removed prior to the review process.

<p>DATE OF BIRTH</p> <p>____/____/____ Month Day Year</p> <p>ETHNIC CATEGORY (Check One)</p> <p><input type="checkbox"/> White (Not of Hispanic Origin)</p> <p><input type="checkbox"/> Black (Not of Hispanic Origin)</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian or Pacific Islander</p>	<p>DISABLED?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SEX</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>AGE</p> <p>Over 40?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>HOW DID YOU FIRST LEARN OF THIS JOB?</p> <p>(Check Only One Number)</p> <p><input type="checkbox"/> 1. Arizona Republic Newspaper</p> <p><input type="checkbox"/> 2. Other Newspaper:</p> <p><input type="checkbox"/> 3. Job Announcement posted in the Maricopa County Human Resources Dept.</p> <p><input type="checkbox"/> 4. Professional Journal:</p> <p><input type="checkbox"/> 5. Radio Station:</p> <p><input type="checkbox"/> 6. From a County Employee</p> <p><input type="checkbox"/> 7. Job Listing posted in a different agency (such as DES):</p> <p><input type="checkbox"/> 8. Television program:</p> <p><input type="checkbox"/> 9. Recorded Job Message</p> <p><input type="checkbox"/> 10. Internet</p> <p><input type="checkbox"/> 11. Job Fair</p> <p><input type="checkbox"/> 12. Other:</p>
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